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RULES AND REGULATIONS  
OF THE  
STATE INSANE ASYLUM,  
AT  
STOCKTON, CAL.



# RULES AND REGULATIONS

OF THE

# STATE INSANE ASYLUM,

STOCKTON, CAL.



SACRAMENTO:

STATE OFFICE, : : : J. D. YOUNG, SUPT. STATE PRINTING.  
1888.





## BOARD OF DIRECTORS.

JANUARY, 1888.

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ROBERT WATT, *President*.....Oakland.

Appointed by Governor Irwin, 1876; reappointed by Governor Perkins, 1880; reappointed by Governor Stoneman, 1884.

J. K. DOAK, *Vice-President*.....Stockton.

Appointed by Governor Booth, 1874; term expired, 1877. Appointed by Governor Perkins, 1880; reappointed by Governor Stoneman, 1884.

H. N. RUCKER, M.D.....Merced.

Appointed by Governor Stoneman, 1884.

J. D. McDOUGALD.....Stockton.

Appointed by Governor Stoneman, 1885.

C. H. RANDALL.....Sonora.

Appointed by Governor Stoneman, 1885.

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## MEDICAL OFFICERS.

WILLIAM HENRY MAYS, M.D.....*Superintendent.*

WALTER R. LANGDON, M.D.....*Assistant Physician.*

WILLIAM A. WASHINGTON, M.D.....*Assistant Physician.*



# RULES AND REGULATIONS

GOVERNING THE

MEDICAL OFFICERS, RESIDENT OFFICERS, AND EMPLOYEES.

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## SUPERINTENDENT.

The Superintendent is the chief executive officer of the Asylum and the head of the institution. He shall have the general superintendence of the buildings and grounds, together with the furniture, fixtures, and stock. He shall have the direction and control of all persons within and belonging to the Asylum, subject to the approval of the Board of Directors, and shall be held responsible for the general conduct of the affairs of the Asylum. It shall be his duty to determine, under the direction of the Board, the number of attendants and assistants necessary to be employed, and to prescribe their respective duties. He shall exert himself to maintain order and discipline in all departments, by causing the rules and regulations to be strictly observed, and taking care that all officers and employés perform their duties faithfully and punctually.

The appointment, suspension, and discharge of employés is a duty of the Superintendent, and rests in his hands, subject to the approval of the Board of Directors. The Board reserves the power to rescind and nullify any appointment or discharge.

The charge of the patients is committed to the Superintendent, who shall direct such medical, moral, and physical treatment as in his judgment will best promote their comfort and restoration. He shall visit the patients, or ascertain their condition, daily.

He shall cause to be kept in a suitable book the name, sex, age, place of nativity, residence, civil condition, and occupation of each patient received; also the date of reception, the diagnosis, and as far as practicable, the history of the case before admission; together with such facts as are usual in the records of such institutions.

At each monthly meeting of the Board he shall make a report, exhibiting the receipts and expenditures of the preceding month, and a list of the bills to be paid. He shall cause to be kept accounts of the several departments of the institution, each separate from the other, and make separate monthly exhibits of each. He shall also present a statement of the movements of patients during the month, showing the number received, discharged, and died.

On the first day of April and October he shall furnish the Board with a list of articles required for the six months following the last day of April and October of each year; and the Board shall then advertise for sealed proposals for furnishing such supplies as required by law.

He shall present to the Board, as soon after the close of the fiscal year on the last day of June as practicable, a report of the operations of the institution for the year preceding, showing its condition and requirements, with such observations and suggestions as his experience will warrant.

All moneys received or collected in the name of the Asylum by the Superintendent shall be immediately paid over to the Treasurer.

### ASSISTANT PHYSICIANS.

The Assistant Physicians shall act as the immediate medical attendants in the departments assigned them by the Superintendent, shall see that his directions as to the management of patients are faithfully executed, and report all instances of misconduct, neglect, or abuse. They shall daily make a regular morning visit to all patients under their charge. They shall see that they have proper food, exercise, clothing, and bedding, observing particularly in their daily inspection the temperature and ventilation of the wards. They shall observe the deportment of attendants, and their bearing towards patients, and endeavor to influence and instruct them in the discharge of their duties.

They shall assist in devising employment and recreation for the patients, and endeavor in every way to promote their comfort and recovery. They shall make out and place on file a daily medical report of the condition and progress of individual cases; shall keep such records of cases as the Superintendent may direct; shall assist in the correspondence of the institution; and be ready to perform any service in connection with the internal administration of the Asylum that may be required of them by the Superintendent, devoting their whole time thereto; and shall not be absent except by permission of the Superintendent.

During the absence or disability of the Superintendent, the Assistant Physician longest in commission shall perform his duties and exercise his powers.

None of the medical officers shall engage in the private practice of medicine, nor shall an officer or employé carry on any business in addition to the duties of the Asylum.

### STEWARD.

The Steward is the Superintendent's assistant in the economical administration of the institution. He shall be held accountable for the safe keeping, proper disposal, and careful use of all property appertaining to

the farm, stock-yard, garden, and grounds, together with all the furniture, fixtures, machinery, and apparatus belonging thereto; and shall see that everything is kept in good order and repair. He shall see that the institution is timely provided with all necessary supplies, including food, clothing, furniture, and fuel.

He shall personally receive all goods purchased either by contract, or by order of the Superintendent; he shall have them properly stored and be responsible for the care and economical distribution of the same; rejecting all articles that are not of the required quality or condition. He shall keep accurate and methodical accounts of all articles from whatever source received, and of all supplies distributed to the several departments of the institution; such accounts exhibiting in detail the number, quantity, weight, or measurement of every article, and to whom distributed. On the receipt of supplies he shall require a bill or invoice of the same, to be entered in a book provided for that purpose. His books shall be kept in a clear and methodical manner, and shall be balanced as soon after the last day of each month as possible. He shall furnish to the Treasurer copies of all accounts and expenditures.

He shall not purchase or order anything except under the instruction or accredited with the signature of the Superintendent, nor shall any officer or employé do so. He shall not permit clothing or supplies of any kind to be distributed to the officers, employés, or patients, except upon requisition signed by the Superintendent, nor shall he allow any article whatever to be removed either from the store-room or the premises without the knowledge or order of the Superintendent.

He shall make frequent inspections of the farm, farming implements, garden, fences, workshops, barns, stables, bakery, store-rooms, and kitchens, and exercise a surveillance over all the employés in these departments, reporting to the Superintendent any neglect or misconduct on their part; see that the stock and horses are carefully attended to, that all necessary repairs are promptly made, and that the property of the Asylum is not wasted or injured. He shall have the custody, and keep an account of the proceeds of the farm, and the disposition made of them.

He shall see that the waking bell is rung at the proper time, that the Asylum is amply supplied with hot and cold water, and properly heated, and that the hours appointed for the patients', attendants', and employés' meals are duly observed. The hour for the patients' dinner shall be 12 o'clock throughout the year; breakfast at 6 o'clock A. M., and supper at 6 o'clock P. M. from March 21st to September 21st. During the winter months the hour for breakfast and supper shall be changed from time to time, at the discretion of the Steward, so that breakfast shall come as near sunrise and supper as near sunset as practicable. The Steward shall cause

the steam whistle to be blown fifteen minutes before each meal, and meal time to be announced by the ringing of the bell.

By direction of the Superintendent in each case, and not otherwise, the Steward shall attend to the hire of employés in the external administration of the Asylum, and by like direction he shall dismiss them when unfaithful or incompetent. In all his directions to employés the Steward shall be considered as carrying out the authority of the Superintendent.

### APOTHECARY.

The Apothecary shall have charge of the dispensary; he shall keep it properly supplied with drugs and medicines; shall have charge of the surgical instruments; shall prepare and cause to be delivered to the several wards the medicines prescribed by the Physicians; and shall take meteorological observations and keep the register of the same.

When supplies are needed in his department he shall make a requisition on the Superintendent, whose approval shall be obtained before any purchase be made. He shall accept no medical supplies unless the quality comes up to the standard of officinal preparations.

With the exception of the Physicians he shall allow no person in the dispensary.

He may assist in attending to visitors; and amusements devised for the patients may be under his direction.

### MATRON.

To the Matron is intrusted the management and supervision of the female department, under the direction of the Superintendent. She shall look carefully to the female patients; see that they are kindly treated; that the food is properly served and distributed; that they are properly clothed; that their clothing and bedding are always clean; and that the wearing apparel belonging to each patient is marked, and kept separate from that of other patients.

She shall have the care and oversight of the kitchen, dining-rooms, store-rooms, sewing-room, laundry, etc., and the direction of the persons employed in the same, in the female department; and it shall be her duty to see to the safe keeping and economical use of all the supplies furnished to the building. She shall make frequent visits to the various wards, observing the condition of patients, and the conduct of attendants, and shall report to the Assistant Physician in charge or to the Superintendant any violation of the rules and regulations.

She shall inspect the requisitions of attendants; attend the Superintendent and Assistant Physician during their visits, if requested to do so;



and perform such additional services as the Superintendent may direct. It shall be her duty to visit the sick in her department, and observe whether they have the requisite attention and diet ; to cause all clothing to be made in the house for the use of patients that is practicable ; and infuse throughout the department a disposition to discharge all duties pleasantly and cheerfully.

The Matron shall make a written report, daily, of the incidents of the previous day and night, in the manner directed by the Superintendent.

The ASSISTANT MATRON will be under the direction of the Matron, and assist faithfully in the performance of the above duties, and in carrying out the rules and regulations.

### SUPERVISOR.

The Supervisor shall have the immediate supervision over the internal administration of the male department. It shall be his duty to see to the safe keeping and economical use of all the supplies furnished to the several wards. All requisitions on the Steward for supplies shall pass under his scrutiny before being presented to the Superintendent. He is expected to know from his own observation that the supplies and food for use of the patients are safely kept and economically used, and that good order and cleanliness prevail. He shall see that the food is well cooked and properly distributed ; that the rooms and wards are properly ventilated and warmed ; and that the supply of water is ample.

He shall make frequent visits to the various wards and yards, observe the condition of patients, and report to the Superintendent any violation of the rules and regulations. He or his assistant shall attend the Superintendent or Assistant Physician during their visits to the wards, and shall see that the directions of the medical officers are faithfully carried out. He shall briefly report to the Physicians any sickness or other fact demanding attention, before the morning visits.

He shall pay particular attention to new patients, being present at their admission, and taking care that their fears are quieted by kind attention and friendly assurances. He shall give special notice to the sick, requiring the attendants to properly nurse them and administer medicine and food as ordered.

He shall see that all money, jewelry, and other valuables belonging to patients are deposited in the office of the Superintendent ; he shall take charge of the clothing of patients, keeping a record of the same, and shall see that things belonging to the patients are marked and preserved. When a patient is discharged the Supervisor shall see that his clothing and effects are restored to him.

It shall be his duty to infuse into the attendants a sense of humanity

and tenderness in their dealing with patients, to instruct new attendants in their duties, and to report all misconduct to the Superintendent. He will hold himself in readiness to carry into practical effect the instructions of the Superintendent, and to use his personal influence in support of the spirit of these regulations and the general welfare of the Asylum.

The Supervisor shall make a written report, daily, of the incidents of the previous day and night, in the manner directed by the Superintendent.

The ASSISTANT SUPERVISOR shall take part in the above duties and responsibilities, under the direction of the Superintendent and Supervisor. He shall, in addition, pay special attention to the dietary of the patients, noting and reporting daily the quality of the food and the manner in which it is served.

### ATTENDANTS.

The observance of the following rules is expected of all who engage in the service of the Asylum :

1. They shall consider their time and energies devoted to the interests of the institution ; that they are under obligations to do every duty assigned them promptly and faithfully ; that they will feel personally interested in the good care, safety, and welfare of the patients ; and that they will exert their influence in support of good order and the regulations of the Asylum. To this end it is desirable that all should cultivate quiet, kind, and dignified manners, and exercise self-respect as to their own deportment and appearance.

2. In their intercourse with patients the attendants are to treat them with civility, address them mildly, and avoid rudeness and violence of every kind. As a general guide of conduct they should never forget the Golden Rule—"Do to others as you would wish others to do to you." All civil questions are to be properly answered and reasonable requests attended to. They must avoid any exhibition of temper, and never scold or threaten. Angry looks and cross words tend to confirm the false ideas of patients and make their resistance more obstinate. Hence, attendants, while they should discharge their duties firmly and without fear, at the same time must do so with mildness and kindness. Good conduct and fidelity will merit and receive the favorable notice of the Asylum managers.

3. In the care of the insane, sympathy, kindness, and tact should take the place of force and the display of authority. If at any time the use of force becomes a necessity, the manner of using it should take away its offensiveness. Force should never be resorted to unless a sufficient number of attendants are on hand to render a violent struggle unnecessary. Mechanical restraint must never be put on a patient without the authority



of a medical officer. A blow or a kick is never to be inflicted on a patient by any employé, under any circumstances. Any violation of this rule will subject the offender to instant dismissal.

4. Attendants are forbidden the use of any intoxicating liquor in the Asylum or on the premises, unless for medical purposes. No person of intemperate habits or immoral character will be employed in the institution. Employés shall not smoke, nor allow any patient to smoke, in the Asylum buildings.

5. They are carefully to avoid talking to patients on the subject of their delusions. They must avoid undue familiarity and nicknames, and must never allow patients to be laughed at, ridiculed, or harshly spoken to on account of the peculiarities of their behavior. They must not write or report to any one unconnected with the Asylum the conduct, condition, conversation, or names of patients, always regarding the affairs of the Asylum as strictly confidential. They will provide writing material to all who desire it, and should encourage patients to answer all letters received by them.

6. They shall not send away any letter or writing from a patient, nor convey to a patient any letter, parcel, or package, nor allow it to be done by others. They shall not take friends or visitors into the wards, nor shall they allow a patient to come into their rooms, without permission. They shall not accept any gratuity or present from a patient, or friend of a patient; nor shall they sell to, or buy anything from, a patient. Money for the personal use of patients shall not be left with them, but should be handed to the Secretary, and a receipt taken therefor. Any money, jewelry, papers, or other articles found upon a patient shall be brought promptly to the Superintendent's office.

7. Attendants must rise promptly at the ringing of the morning bell and at once commence the labors of the day. They will open the bedroom doors, greet their patients kindly, and see that they are properly dressed, washed, and prepared for breakfast.

8. As soon as practicable after the patients have arisen, the attendants must see that the beds are thrown open for airing, and all sources of foul air removed. Soiled beds and clothing are to be immediately removed, and as soon as possible the wards and patients' rooms must be made clean and put in good order, and so kept at all times. Clean sheets and pillow cases are to be put on each bed every week, and oftener if necessary.

9. Every part of the Asylum is to be kept scrupulously clean at all times. Care must be given to the water-closets, which will need frequent inspection and cleaning, as also the wash-rooms, where a supply of clean towels must always be at hand. If any part of the ward is soiled it must be cleaned immediately. Wards and rooms are to be swept and scrubbed as

often as may be required. The same rule will be followed in the care of the dining-rooms, corridors, windows, and stairways. The attendants will be watchful of the state of the atmosphere in the wards, and report to the office any evidence of impurity which is beyond their power to correct. Patients able and willing to assist in cleaning are to be encouraged to do so, but patients must never be compelled to work. No one shall employ a patient to do private work for them without the knowledge and consent of the Superintendent.

10. The regular visits of the Physicians will be made between 9 and 12 A. M., at which former hour the wards must be ready for inspection. Whenever the Physician enters a ward, the senior attendant will receive him at the door and accompany him through the ward, prepared to answer all questions and receive instructions regarding the patients in his or her charge; reporting progress of the sick, feeble, and disturbed cases; and mentioning all matters of interest or requiring attention. They will daily make a written report of all who are not taking their food or medicine, of violent cases, of those who show marks or blows, of accidents and casualties, and all special incidents or occurrences of the day, in the manner directed by the Superintendent.

11. Visiting from ward to ward or from building to building without special business, or going away to other parts of the Asylum premises during hours of duty, is improper and not allowed. Employés other than the attendants in charge will not be permitted to visit wards, save by permission or direction of the medical officers.

12. No male employé shall be permitted to carry a key to wards or rooms occupied by female patients. No male employé is allowed to enter the female department except by special permission of the Physician or Steward.

13. Requisitions for clothing and other articles will be handed to the Supervisor or Matron every Friday. Attendants will be held responsible for all clothing and property of the wards. A correct inventory of the same shall be kept in a book provided for the purpose. No requisition for a new article to replace an old one will be allowed, unless the old one is shown or its loss satisfactorily accounted for.

14. The attendants will always take care that the clothing worn by patients is adapted to the season. When the cold weather approaches they must at once prepare to make the needed change in clothing. Feeble and aged patients should be granted privileges of extra clothing and bedding during cold weather.

15. It is expected of attendants to see that patients change their under-clothing regularly, that they are cleanly in person, that their hair and nails are attended to, that any rent in clothing is properly mended, and

that the garments worn are kept buttoned and properly adjusted. Patients shall be bathed in warm water once a week, unless otherwise directed, and oftener if required. Attendants must always be present at the bathing of a patient. Under no circumstances shall a patient be permitted in a bath tub until the bath is fully prepared, and both hot and cold water shut off. Shaving must be done by no one but the attendant.

16. The attendants shall report if the meals are not served properly at the hour appointed, and the food warm and in good order ; and shall see that all patients who are able shall go to the dining-room, and that no patient is ever deprived of food at the usual hour for meals. When patients are sick or unable to attend the dining-room from any cause, the attendant must see that their food is properly served to them, and must not substitute patients to attend to this duty. At table the likes and dislikes of all shall, as far as possible, be attended to ; patients must not be hurried through their meals, and special latitude must be given to the aged and feeble. After each meal the knives, forks, and spoons shall be counted, and if any article is missing search must be immediately made and continued until it is found.

17. Patients are never to be forced to take food or medicine, except in the presence or by direction of a medical officer. When a patient refuses to take food or medicine, the fact should be immediately reported to the Physician.

18. It is desirable that all patients go out of doors either for exercise or work when the weather permits. Patients who have the parole of the grounds are still supposed to be under the charge and responsibility of the attendants of their respective wards.

19. No patient must be allowed to escape through neglect. Where this occurs the attendant or employé will be held responsible.

20. When the patients retire for the night, attendants must see that they are comfortably in bed, offering gentle assistance to the feeble and aged. They must do all in their power to soothe and quiet any who may be wakeful or timid. The clothing of patients is to be removed from their rooms and placed in the wards before retiring. All patients' rooms are to be carefully locked at night. When the patients have retired in any ward, the gas is to be turned off, except one light, which may be left burning low, to be used in emergency.

21. Attendants must be specially vigilant in the care of those inclined to suicide, homicide, or self-injury. Clothing, bedding, and rooms of suspected persons must be frequently examined. No patient shall have in his possession a knife, razor, rope, or any article which might be used as a dangerous weapon.

22. When a patient complains of being sick, or appears to be sick, the

fact must be reported at once. Attendants should be especially watchful of the sick, must minister tenderly to their wants, carry out scrupulously the instructions in regard to them, and report to the Physician any unfavorable change in their condition.

23. The names of patients shall be kept on ticket-boards in the attendants' rooms. The tickets shall be kept in consecutive order, no space being left between them. When a patient is discharged, escapes, or dies, the ticket shall immediately be brought to the office, with a written report in case of deaths and escapes, giving the circumstance thereof, and the exact hour of its occurrence. No alterations shall be made on the tickets except by the Secretary.

24. On leaving the premises the attendants will hang their keys on the key-board, and will call for them in person on their return. The keys of an attendant must never be surrendered to any person.

25. The fortnightly entertainments during the winter months are devised as a means of amusement to divert the thoughts of patients and break the monotony of their lives. Attendants will therefore see that all who are able and fit to go shall do so. While there it shall be the duty of attendants to devote themselves exclusively to the pleasure of the patients.

26. Attendants shall assist in the burial of the dead, and be ready at all times to attend to any extraordinary service, as occasion may require.

27. The care of the insane is well understood to be monotonous, and relaxation is occasionally required. To ward attendants and their assistants who faithfully discharge their duties, a vacation of one week will be allowed for every six months' continuous service; this absence to be granted at such time as the attendant can best be spared. Leave of absence of any attendant or employé is granted only by the Superintendent.

28. Attendants will be allowed absence from duty two afternoons of the week from 1:30 to 5 P. M., and also every other evening after the work of the ward is done, unless some special duty prevents. They are also allowed to be absent on alternate Sundays, either from 8 A. M. to 12:30 P. M., or from 1:30 to 5 P. M., as they may agree upon themselves. These absences, however, are always subject to this inflexible proviso: that under no circumstances, night or day, shall a ward be left without the presence of at least one attendant.

29. In case of continued sickness the pay of attendants will not be stopped for the first week's absence from duty, when in the opinion of the Superintendent their condition justifies such absence.

#### YARD ATTENDANTS.

30. The duties of the yard attendants shall commence with the rising of the patients in the morning, and cease when the patients return to their



wards in the evening. Before leaving the yards they shall see that no patients have secreted themselves or been overlooked.

31. The yard attendants shall always be present to watch the patients and to prevent quarreling, fighting, destructiveness, and escapes. In case any patient becomes a menace to the safety of himself or others, he may be returned to his ward, and the reasons therefor reported to the ward attendant. When from stress of weather or other reason the yards are unfit for the patients' use, the yard attendants shall be ready to perform such other duty as may be assigned them by the Matron or Supervisor.

32. In the care and treatment of patients, they shall observe the rules laid down for the guidance of ward attendants.

### NIGHT ATTENDANTS.

33. The night attendants shall visit the Supervisor's office at 7:30 P. M., to receive instructions for the night; those of the female department will receive instructions from the Matron at the same hour. Their services shall commence at that hour and continue until the ringing of the rising bell.

34. They shall visit and inspect every ward under their care at least four times during the night. During the whole period that they are on duty they must never cease to be vigilant, make as little noise as possible, and enter into no loud conversation with any one. They must see that all doors are punctually locked, and gas lights turned out. As they enter and pass through the different wards they shall note any patients who are up, noisy, or destructive; and shall devote especial attention to the sick, the suicidal, and those recently admitted. They shall supply patients with water when asked for, and attend to all other reasonable requests, and shall faithfully administer the medicines to be given during the night. If they shall notice any unusual occurrence demanding the attention or assistance of the attendant, they shall at once waken and notify him or her. In case of sudden and dangerous sickness they must report at once to the Supervisor or Matron, who will summon the Physician in charge.

35. In their intercourse with patients they shall be governed by the rules laid down for the guidance of attendants. It shall be their duty to guard, during the night, against any violation of the rules of the Asylum; and should such occur they must report the circumstance immediately or early in the morning. They shall make written reports each morning in books kept for the purpose.

36. They must be specially careful to guard against danger from fire, the least suspicion of which must be at once reported to the nearest officer, and the alarm given, if necessary.

## WATCHMEN.

37. The safety, comfort, and lives of large numbers are intrusted in a great measure to the Watchmen, and a high degree of faithfulness and vigilance is expected of them in the discharge of their duties.

38. The Watchmen shall be under the immediate direction of the Steward; they will, however, before going on duty call at the office of the Matron or Supervisor to receive special orders for the night. Their services shall commence at 7:30 P. M., and continue until the ringing of the rising bell. They shall visit all parts of the grounds and buildings designated by the Steward at least every hour during the night, passing to the rear and front of the buildings frequently for observation. They shall notice any unusual noise, and guard carefully against the escape of patients, or any irregularity whatever. They shall allow no person within the Asylum grounds except on legitimate business. They must be specially watchful against fire, the least suspicion of which, in any part of the Asylum buildings or grounds, must be immediately attended to. They shall use prompt and efficient means to extinguish it, summon all available help, notify the Superintendent and officers, and if necessary summon the fire department by telephone.

39. They must waken at the proper hour the cooks, and other employés, according to the Steward's instructions, and shall ring the bell at the hour for rising in the morning.

40. They shall make written reports each morning in books kept for the purpose.

## CHIEF ENGINEER.

41. The Chief Engineer shall have charge and control of the engines, engine-rooms, pumps, boilers, machinery, steam heating apparatus, water pipes, gas pipes, and tanks; together with all tools belonging to these departments. He shall have direction of the Assistant Engineers and Firemen, subject to the advice and concurrence of the Steward; and shall see that they are properly employed. He shall visit the Steward's office daily at a regular hour to receive special orders. He shall report to the Superintendent frequently, and receive his directions about matters pertaining to his department.

42. He shall carefully regulate the consumption of fuel, and make a monthly report to the Superintendent concerning the same. He shall correct any waste of steam, water, or gas, and maintain the necessary degree of temperature in the wards during winter. He will have under his care and oversight the apparatus for extinguishing fire, and shall keep the fire hydrants and hose ready for use at a moment's notice. He shall, as often

as once a month, test the condition and working of the fire hose and apparatus.

43. He shall not allow any one in the engine-rooms or furnace-rooms except on business.

#### STOREKEEPER.

44. The Storekeeper shall have general management of the store-room under the direction of the Steward, at whose instance he shall take part in the receiving and delivering the supplies. He shall keep an accurate account by weight, count, and measure of everything that passes through his hands, in a book for that purpose. He shall not deliver any article from the stores except on order from the Superintendent or Steward. He shall file and preserve all orders, keep the store-rooms in perfect order, not allow intruders or loiterers therein, and perform such other duties as may be assigned him by the Superintendent or Steward.

#### GENERAL MECHANIC.

45. The General Mechanic shall have charge of the shoe-making shop and the oversight of the manufacturing department. He shall attend to the making of the bedclothes and bedding of the male department, the making and repairing of the restraining apparatus of the institution, the repairing of locks, the making of keys, the mending of boots and shoes, and such other duties as may be assigned him. He shall be responsible for the safe keeping of the goods and tools under his charge, and shall order or deliver nothing except on the written order of the Superintendent or Steward.

#### CHIEF CARPENTER.

46. The Chief Carpenter will permit no patient to enter the shop without permission, or tools to be removed; nor, in making repairs, must he permit tools to be left within the reach of patients. He shall call at the Steward's office every morning to receive orders for repairs, etc. He shall report the necessity for unusual repairs to the Superintendent, and act under his direction. He must exercise vigilance in the care of lumber, nails, and other materials, that they be used economically, and not for improper purposes. Every tool under his charge shall be indelibly marked with the Asylum stamp.

#### LAUNDRYMAN.

47. The Laundryman shall have charge of the house and furniture of the laundry at the male department; and shall see that good order and cleanliness prevail. He shall be responsible for the safe keeping and due return of the clothing sent to him.

48. No clothing shall be accepted by him that is not accompanied by a list of the same, dated and signed. Should his count not agree with the list he shall immediately notify the employé sending it. In case of any misunderstanding or loss of clothing, the matter shall be reported at once to the Steward.

#### LAUNDRESS.

49. The Laundress shall have charge of the house and furniture of the laundry at the female department, under the direction of the Matron. She shall be under the same rules and regulations as prescribed for the Laundryman.

50. The person in charge of the ironing-room will see that clothing and other articles delivered from the washing-rooms are properly ironed and correctly distributed. When clothing passes through her hands that is not legibly marked, she shall furnish a list of the same to the Matron.

#### SEAMSTRESS.

51. The Seamstress shall have charge of the sewing-room at the female department, under the direction of the Matron. She shall, between the hours of 8 and 9 in the morning, collect the patients who assist in the sewing-room, and return them to their respective wards in the evening; being responsible for their safe keeping during the intervening period. She shall arrange and conduct the making and mending of clothing for the female patients, also of the sheets and pillow-slips of the female department. She shall hold in safe custody all garments, bed clothing, or material under her charge, and shall deliver them only on the written order of the Matron; except in the case of articles sent from the wards to be mended. She shall keep an accurate account of the work performed in her department.

#### CHIEF COOK.

52. The Chief Cook of the male department shall have charge of all the cooking for the patients and employés of said department, under the direction of the Steward. He shall have the supervision of the work in the kitchen, the care of the utensils, and the custody of supplies and provisions within the kitchen premises. He must see that the kitchen, furniture, and utensils are kept clean and in perfect order; that good order is preserved in the kitchen, and that each employé therein performs his duty in a proper manner.

53. He shall see that all food is of good quality, well cooked, and properly distributed, and must be particularly careful that the food intended for the sick is not otherwise appropriated. Under no circumstances will he depart from the established dietary without permission from the Super-



intendent. Special care must be taken in preparing food for the sick ; that it is nicely cooked and sent to the wards warm and in acceptable form.

54. He shall see that there is no wastefulness on the part of his assistants, and shall report any instance that comes under his notice where food is wasted by attendants or others. He shall carefully guard against fires, and shall be responsible for the extinguishing of lights in the kitchen at night. He will not permit strangers, idle persons, or employés, to frequent his department.

55. The Chief Cook of the female department shall have charge of the kitchen and appurtenances, under direction of the Steward and supervision of the Matron. His duties and responsibilities shall be the same as those prescribed for the Chief Cook of the male department.

#### CHIEF BAKER.

56. The Chief Baker shall have charge of the bakery and the furniture and supplies thereof. He shall attend to the baking of the bread and cake for the institution, and deliver the same to the several departments as directed by the Steward. He shall keep an account of the quantity baked each day, and of the amount delivered to each department.

#### GARDENER.

57. The Gardener shall have charge, under the direction of the Steward, of the grounds belonging to the institution, and of the farm implements and appliances. He shall have the care of the orchards, gardens, fields, walks, roads, and flower beds.

58. He shall be responsible for the safe keeping of the vegetables and fruits, until delivered to the Steward; and whenever any produce is delivered to the store-room or elsewhere, the quantity thereof, ascertained by weight or measurement, shall be entered by the Steward in the Gardener's pass-book.

59. He shall oversee the farm hands and teamsters, and direct their labor. He shall have a general supervision of all patients who work on the grounds, assigning them to the several farm hands for employment. The farm hands and teamsters shall be held responsible for the safe keeping of the patients placed in their charge, and in their general bearing towards patients must be governed by the rules laid down for attendants.

60. He shall have charge of the Asylum cemetery, and shall take pains that it present a neat and decorous appearance.

## DAIRYMAN.

61. The Dairyman shall, under the direction of the Steward, have charge of the cattle, hogs, and poultry; of the barns, houses, and yards occupied by them; and also of the hay, grain, and feed furnished to them. He shall have the oversight of the assistants in the dairy and milk-rooms, and shall see that thrift, cleanliness, and good order prevail.

62. Whenever any beef, veal, pork, poultry, eggs, or milk shall be delivered to the different departments, the quantity shall be entered by the Steward in the Dairyman's pass-book.

## DIRECTIONS TO VISITORS.

To enable the public to obtain a correct knowledge of the arrangement and management of an Insane Asylum, visitors will be admitted to such portions of the house as may be occupied by quiet patients, between the hours of 9 and 12 in the morning, and 2 and 4 in the afternoon, of every day of the week, except Sunday and holidays. Male visitors will not be admitted into any of the wards of the female department, excepting clergymen, physicians, public officers, and persons connected with public institutions.

Visitors will not be permitted to enter the yards, or pass to the rear of the building, or to approach the windows from the outside for conversation.

Visitors are not allowed to deliver to or receive from a patient any letter, package, or other article without the knowledge of the medical officers.

The relatives or friends of an inmate who may wish to leave money for the purchase of fruit, etc., for the patient, should hand it to the Secretary and take his receipt therefor.

Persons wishing to see patients or learn their condition will please make inquiry of the Superintendent at his office. Information concerning patients will only be furnished by the medical officers.

Relatives or friends of patients will be allowed to see them in the reception rooms, when, in the judgment of the medical officers, such interview will not be detrimental to the patient.

The usher, whose duty it is to conduct visitors through the wards, will not be permitted to converse about patients by name, or to point them out. Visitors are requested to observe an appropriate discretion in this respect.

As the flowers and other products of the garden and grounds are intended for the use and enjoyment of the patients, visitors are requested not to pluck or disturb them.

BY ORDER OF THE BOARD OF DIRECTORS.







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